

User Guide to Public Access/On-line Register

Open Public Access and search for planning applications	1
Use simple search	1
Use advanced search	1
Use weekly or monthly lists search	2
Use property search	2
View and comment on planning applications	2
View an application	2
Comment on an application	2
Register to save searches and track applications	2
Save and run a search	2
Track applications	3
Measure plans and drawings	3
Open the measuring tool	3
Move and change the size of the image	3
Measure items on the drawing	3
Set the scale	3
Delete measurements	3

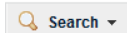
Open Public Access and search for planning applications

- Public Access allows anyone to search, view and comment on planning applications on Cotswold District Council's website
- Open the website at <http://www.cotswold.gov.uk/> and click **Planning & building** across the top

then click  , then click  . This will bring you to the Public Access home page.

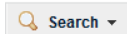


Use simple search

Use simple search if you know the reference number, postcode or part of the address

- Click the Search button  at the top then select Planning then Simple Search or click Simple tab
- Click Applications or Appeals button ☒ Applications ☐ Appeals
- Select the Status from the drop down list i.e. all, current or decided
- Type a keyword in the box and click Search and the matching applications will be listed
- Click the bold title to view more details


Use advanced search

Use advanced search to search specific application details or dates




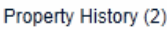

- Click the Search button  then select Planning then Advanced Search or click the Advanced tab
- Click Applications or Appeals button across the top  
- Fill in or click the drop down lists to select the search criteria eg application type, status, decision and click Search and the matching application(s) are listed
- Click the bold title to view more details

Use weekly or monthly lists search

Use weekly/monthly lists search to view applications validated or decided in a specific week



- Click the Search button  Search then select Planning then Weekly/Monthly lists
- Click Weekly list, Monthly list or Current applications button across the top
- Set your search criteria as follows:
 - Click the drop down lists to select the Parish or Ward or leave them as All
 - Click the drop down list to select a date from the week beginning box or a month in the month box
 - Click either Validated this week or Decided this week
- Click Search and the matching applications will be listed

Use property search

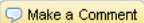

- Click the Search button  Search then select Planning then Property search or click the Property tab
- Click the address search button  Address Search  A to Z Street Search at the top and fill in the street name or postcode and click Search
- Click A to Z Street search and click the relevant letter of the alphabet and scroll through the pages and click the street required and select the address
- Click the Property history or Map tabs  Property History (2)  Map to see more information about the site

View and comment on planning applications

View an application



- Click the bold title text in the search results to view more details and click the following on the Details tab:
 - Summary: summary of the application
 - Further information: more details about the applicant and agent
 - Contacts: contact details of the agent and ward councillors
 - Important dates: for the validation, committee and decision dates
- Click the Documents tab to view plans and documents:
 - Select Filter by Description and type a term in the box and click Apply to filter the documents
 - Click the View document icon  to open the document or drawing in a new window
 - Click the measure document icon  to open the drawing with an online measuring tool. See [Measure plans](#) section below
- Click the Related cases tab to view the application history of the property eg other planning and building control applications
- Click the Map tab to see the location of the planning application

Comment on an application

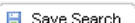
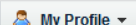

- Open the application and either click the Comments tab or click the Make a comment button 
- Fill in the fields and click Submit  to send your comments
- Once the comments are checked they are then displayed in the Documents tab

Register to save searches and track applications




Register for a user account to save frequently used searches and track applications:

- Click the Register button  Register and fill in the details, find your address and read the terms
- Click on the link in the email to your email address you used to register then you can log in
- Click the Login button  Login and fill in your email address and password and click Log in

Save and run a search


- Do a search and click the Save search button  Save Search and fill in the Search title and click yes or no to be notified when there are new search results and click Save
- Click the My Profile button  My Profile and select Saved searches to display all your saved searches and click the run button  to see the latest results

Track applications

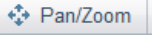

- You can be emailed when a new document is added or the status of the application changes
- Open the application click Track button  and the application will appear in your tracked applications
- Click the View icon  to see the details of the application or click the Delete icon  to stop tracking the application

Measure plans and drawings

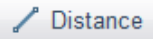

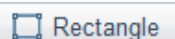
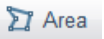
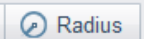
Open the measuring tool

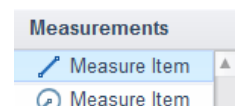
- Click the Measure document icon  next to the plan or drawing to be measured and the online measuring tool opens in a new window

Move and change the size of the image

- Click the Pan/Zoom button  and click and drag to move the image round the screen
- Click on the zoom slider  on the bottom left hand side to make the image larger or smaller
- Roll your mouse wheel forward to make the image larger or roll it back to make the image smaller

Measure items on the drawing

- Click one of the following measuring tools:
 - Click the **Distance** button  to measure distance
 - Click the **Perimeter** button  to measure round a feature and click again near the start point to finish measuring
 - Click the **Rectangle** button  to measure a rectangular shape. Click one corner of the area to be measured and stretch it to the opposite corner and click again to finish the measurement
 - Click the **Area** button  to measure a multiple sided shape and press the Ctrl key on the keyboard and click to finish the measurement
 - Click the **Radius** button  to measure a circle
- Click and draw a line or shape to be measured and the measurements appear in the measurements box down the left hand side



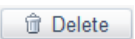
Set the scale

Set the scale so you can make accurate measurements

Click the Set scale button  and do one of the following:

- If there's a scale ratio on the drawing e.g. 1:100:
 - Click the Scale ratio button
 - Click the unit you want to use
 - Type the scale ratio figures and select the paper size and click ok
- If there is a scale bar or a feature labelled with its length on the drawing:
 - Click the Manual calibration button
 - Click at the start of the scale bar or feature and drag the line to the end of the scale bar
 - Type the distance in the box and click Ok

Delete measurements

- Click the measurement to be deleted in the Measurements box on the left hand side and click the Delete button  in the Properties box
- Click the Actions button on the top and click Erase all to delete all measurements from the drawing